

Request Number (FAP Use Only)



### Tenant Key/Card Authorization & Request

Date: \_\_\_\_\_

Company Name: **TENANT-**\_\_\_\_\_

Company Address: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
First Last

FIS#: \_\_\_\_\_ Company Phone #: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
Vendor #

Property Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Mgmt. Company: \_\_\_\_\_ Phone: \_\_\_\_\_

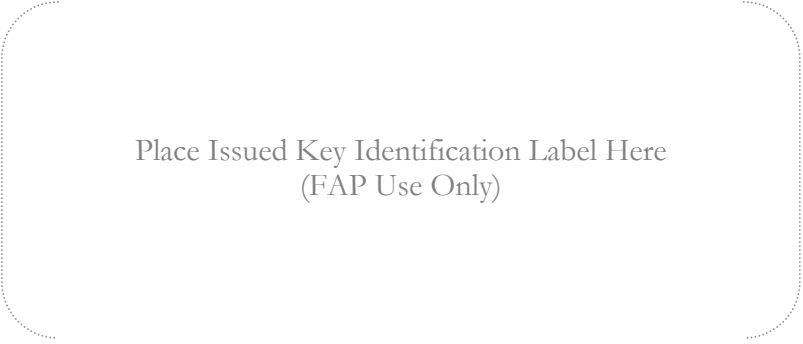
Access Types: 1. Room/Office/Suite 2. Building Entry 3. Master

Bldg/Rm #: <i>(Building &amp; Room #'s Are Required)</i>	Comments:	Key #:	Access Type:		
			1.	2.	3.
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Card #: \_\_\_\_\_ Card Access Authorization Expires: \_\_\_\_\_

#### APPROVALS:

\_\_\_\_\_  
Signature Print: PSU Property Manager (Required)



Place Issued Key Identification Label Here  
(FAP Use Only)

#### Terms & Conditions Release Agreement

The individual signing this document as 'Recipient' agrees to the following: I have received the listed key(s) on behalf of the tenant and I agree not to loan or have key(s) reproduced in any manner; also upon transferring to another office, departure from PSU, or upon demand, **I will return the key(s) to PSU Facilities & Planning located in University Services, room 202 and the ID/Key-Card to PSU ID Operations located in Neuberger Hall Lobby, Window #9.**

The property manager is receiving these key(s) on behalf of the tenant assigned the key(s) and considered the "recipient". All keys issued are subject to the key issuance policy and procedures: (I.M.D. 3.100- 3.105). These keys are for PSU business purposes only and remain the property of PSU. For the complete I.M.D. see: <http://www.fadm.pdx.edu/html/imd.htm>.

**In the event that my key(s)/key-card are lost, stolen, or otherwise misplaced, I accept the responsibility to immediately notify PSU Facilities & Planning (503) 725-3738, Campus Public Safety (503) 725-4407 and my immediate supervisor.**

#### Receipt of key(s):

Recipient: \_\_\_\_\_ Date: \_\_\_\_\_

FAP Issuant: \_\_\_\_\_ Date: \_\_\_\_\_